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RECORDS MANAGEMENT PROJECT STATUS - 1 May 1961 to January 1962

Report
File -

<u>Title of Project</u>	<u>Assigned To</u>	<u>Status</u>	<u>Remarks</u>
1. Procedures Survey Security Records Division		Completed 6/16/61	STAT
2. Preparation of Procedure Charts and other Data for ALP on Security Records Division		Completed 7/18/61	
3. Audit Records Control Schedule, ORR		Completed 5/18/61	
4. Audit Records Control Schedule, Contact Division		Completed 10/61	
5. Preparation of Records Control Schedule, PIC		Suspended	
6. Equipment, Message Center, Contact Division		Completed 9/61	
7. Review File System, Immunization Branch, Medical Office		Completed 5/61	
8. Establish Disposition Standard for Cables, OOI		Completed 6/9/61	
9. Shelf File Installation, OOI		Completed 10/61	
10. Records Management Survey and Records Control Schedule TSD/DDP		Completed 6/5/61	
11. Shelf File System, Office of DDI		Completed 7/17/61	
12. Shelf File System, OBI		Completed 6/28/61	
13. Shelf File System, ONE		Completed	
14. Shelf File System, Geographic Division/CRA		Completed	
15. Shelf File System, Reading Panel, ORR		Completed	
16. Shelf File System, Cartographic Division, ORR		Completed	

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	17. Filing System and Equipment, OBI	<input type="checkbox"/>	Completed	STAT
	18. Shelf File System, EE/DDP		Suspended	
	19. Revise Vital Records Schedule OO/PDD			
	20. Revise Vital Records Schedule ONE		Completed	
	21. Revise Vital Records Schedule Office of Security			Started - 1/22/62
	22. Shelf File System Signal Center Commo		Completed	
	23. Filing System and Equipment, OBI		Completed	
	24. Filing System and Filing Equipment, Badge File O/S	<input type="checkbox"/>	Completed	5/19/61
STAT	25. Records Control Schedule <input type="checkbox"/> DDP		Completed	1/9/62
STAT	26. Records Control Schedule <input type="checkbox"/> Contact Office			{ Draft Schedule prepared and sent for comment
STAT	27. Records Control Schedule <input type="checkbox"/> Contact Office			
STAT	28. Shelf File System, <input type="checkbox"/> - Commo		Completed	11/30/61
	29. Shelf File System, SR/DDP		Completed	Expansion of Existing System
	30. Shelf File System, Security Records Division		Completed	Expansion of Existing System
	31. Shelf File System, FDD		Completed	12/1/61
	32. Shelf File System, Executive Registry		Completed	
	33. Shelf File System, ORR		Completed	
	34. Shelf File System, War Plans Staff/DDP		Cancelled	

	<u>Title of Project</u>	<u>Assigned To</u>	<u>Status</u>	<u>Remarks</u>
	35. Shelf File System, NE Division/DMP	<input type="text"/>	Completed	STAT 10/16/61
STAT	36. Shelf File System, <input type="text"/> Contact Office		Completed	
	37. Special Corres- Central Cover Staff pondence Storage Equipment		Completed	6/12/61
STAT	38. Shelf File System, <input type="text"/> Contact Office		Completed	Expansion as a Result of Move and New Functions
	39. Shelf File System, EE Division/DMP		Completed	
	40. Shelf File System, Cable Secretariat		Completed	1/3/62
	41. Shelf File System, CI Staff/DMP		Completed	8/12/61
STAT	42. Shelf File System, <input type="text"/> DMP		Completed	8/12/61
	43. Shelf File System, Commo TTT			Waiting for Decision from Commo
	44. Filing System and Equipment, Office of Personnel		Completed	
	45. Records Inventory IO Division/DMP	<input type="text"/>	Completed	STAT
	46. Disposal of De-Mazification Records		Completed	7/27/61
	47. Disposal of OSS Fiscal Records		Completed	
STAT	48. Identification of Obsolete Documents <input type="text"/>		Completed	7/5/61
	49. Survey of 525 bootleg Forms/DMP		Discontinued	6/8/61
	50. Study of Forms Used Overseas		Suspended	

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<u>Title of Project</u>	<u>Assigned To</u>	<u>Status</u>	<u>Remarks</u>
51. New Security Check Sheet Holder	<div style="border: 1px solid black; width: 80px; height: 40px;"></div>	Completed	STAT
52. Filing System and Equipment, Personnel Branch/Commo		Completed	
53. Revision of Overnight Storage Tray		Completed	
54. Revision of Intelligence Information Report Form		Suspended	
55. Revision of Interoffice Mail Envelope		Suspended	
56. Review of Dispatch Procedure Handbook		Suspended	
57. Audit Records Control Schedule, DBI	Unassigned		Planned to Begin 15 February 1962
58. Audit Records Control Schedule, Security			
59. Audit Records Control Schedule, Commo			
60. Audit Records Control Schedule, CTR			See Item 88
61. Review of Logging Requirements Under EO 10501			See Item 112
62. Prepare Records Control Schedules for <div style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></div> Office of Security	Unassigned		STAT Transfer to O/S
63. Prepare Records Control Schedules for 14 ODP Divisions and Staffs	Unassigned		See Items 45,70,71,90
64. Prepare Records Control Schedules for all Overseas Stations, except <div style="border: 1px solid black; display: inline-block; width: 180px; height: 1.2em; vertical-align: middle;"></div>			
65. Potential Shelf File Installations for the following Contact Offices: <div style="border: 1px solid black; width: 540px; height: 25px; margin-top: 5px;"></div>			See Item 104
66. Audit Vital Records Schedules for 8 Headquarters Offices			See Items 98 through 103 On Staff 9/5/61
67. Install Subject-Numeric Filing Systems for Approximately 15 Headquarters Offices			

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	<u>Title of Project</u>	<u>Assigned To</u>	<u>Status</u>	<u>Remarks</u>
STAT	68. Map Storage Equipment for <input type="text"/> Contact Office	<input type="text"/>	Completed	STAT
	69. Special Type Shelf File Equipment for OCT Charts		Completed	
	70. Records Inventory - Africa Div/DDP		Completed	7/20/61
	71. Prepare Records Control Schedule - Africa Div/DDP		Suspended	
	72. Revision of Vital Records Schedule, Medical		Completed	8/4/61
	73. Prepare Workshop on Agency Vital Records Program		<i>Completed</i>	
	74. Prepare Workshop on Agency Mail Operations	<input type="text"/>		
	75. Shelf File System IO/DDP		Completed	9/8/61
	76. Shelf File Commo Signal Center, New Bldg.		Completed	10/15/61
	77. Shelf File for X-rays and Medical Charts, etc.		Completed	10/1/61
	78. <i>Combine Vital Record Copy of JPRS and Obtain Missing Items from FDD (RECORD CTR PROJECT)</i>	<input type="text"/>		Duplicate of 41
	79. <i>Combine Vital Record Copy of JPRS and Obtain Missing Items from FDD (RECORD CTR PROJECT)</i>		Completed	8/24/61
	80. Conduct Records Inventory, prepare VM & Records Control Schedule and install Agency Subject-Numeric File System in AG/DCI		Completed	10/23/61
	81. Historical Staff, Shelf File		Completed	10/31/61
	82. Historical Staff, Card File		Cancelled	
	83. Assist General Counsel to Retire Records and Combine Branch Files		Completed	

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Review and control

<u>Title of Project</u>	<u>Assigned To</u>	<u>Status</u>	<u>Remarks</u>
84. Additional Shelf Files for DEI		Completed	STAT
85. Shelf Files for Mail Room, OGI		Completed	
86. Equipment Survey for OGI Watch Office		Completed	
87. Listing by Office all Shelf Filing Installations		Completed	
88. Review OTR Records Control Schedule			<i>Partially completed. Handing over to for remainder of schedule.</i>
89. Prepare Records Disposition Workshop			
90. Review WH Records Control Schedule Cost Records		Completed and Returned for Revision	
91. Reduction of Retention Period for PSD/OL		Forward to National Archives for Congressional Approval	<i>completed</i>
92. Review proposed "Guide for Records Retirement"			
93. Follow Up with Navy on increased workload in OGI due to Navy requests for State Documents		STAT	STAT
94. Prepare Records Control Schedule, Chicago Contact Office		Draft Sent to 11/24/61	<i>Completed and 1/24/62</i>
95. Shelf File Installation- Research Division, OGI		Suspended	
96. Sorting Equipment Research Division, OGI		Completed	
97. Expansion of Shelf File Installation RI/SLC		Completed 12/11/61	
98. Audit Vital Records Deposit Schedules, TSD		12/20/61 Completed	
99. Audit Vital Records Deposit Schedule, FBI		1/2/62 Completed	
100. Audit Vital Records Deposit Schedule, CO/C		11/15/61- Completed	

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Discontinued

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<u>Title of Project</u>	<u>Assigned To</u>	<u>Status</u>	<u>Remarks</u>
101. Partial Revision of Vital Records Deposit Schedule, TSD		Completed 12/ 19/61	
102. Revision of Vital Records Deposit Schedule for 7 Divisions of CA Staff		Completed 10/20/61	
103. Audit of Records Control Schedule for Printing Services Division, O/L		Completed 1/15/62	
104. Shelf File System, Contact Office		In Process	
105. Additional Shelf File for DBI		Equipment on Order	<i>Completed 2/20/62</i>
106. Additional Shelf File for OSI		In Process	<i>Completed 2/20/62</i>
107. Disposition of 110 cuft of Records for Senior Research Staff/DBI		Completed 1/19/62	
108. Disposition of 125 cuft of Records, Biographic Register		Completed 1/16/62	
109. Application of HCR Paper to lateral Cable Forms 1303 & 1304		In Process	STAT
110. Forms Management Activity - Actions Completed	<u>Assigned To</u>	<u>Remarks</u>	
		Completed	STAT
		Completed	
		Completed	
111. Current Forms Management Activity			
a. New Form - Political Action Code Sheet, OOR		In Process	
b. Combine 3 Existing Namecheck Forms, DDF into one official form		In Process	

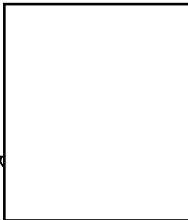
<u>New</u>	<u>Revised</u>	<u>Eliminated</u>
72	119	15

Title of Project	Assigned to	Remarks
111. Current Forms Management Activity (continued)		STAT Complete ✓
c. Revision of Form 595		In Process ✓
d. Revision of Form 1638		In Process <i>Completed</i>
e. Revision of Forms 140 and 1666 X		In Process <i>Anticipation</i>
f. Revision of 5 Forms for Computer Operations, Comptroller		In Process <i>Completed</i>
g. Revision of Form 610		In Process <i>Completed</i>
h. New Form - Contract Steno Service, O/S		STAT In Process <i>Completed</i>
i. Revision of Requisition and Shipping Documents and Related Procedures, O/L		In Process
j. New Form for Commo		<i>Completed 2/2/62</i>
k. New Form for Logistics		<i>Completed 1/2/62</i>
112. Survey Courier Procedures and Logging Requirements		In Process
113. Shelf File Project, NPIC		<i>Now Submitted</i>
114. Shelf File Project Real Estate Restriction Dn		STAT In Process
115. OO/FO Shelf File		"
116. Shelf File - Heavy Security		"
117. Motorized Shelf File, Commo Country		"
118. Revised Revision of R. C. S. - OCF		<i>Completed 2/2/62</i>

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119. Sorting Equipment for RID/DDP		In process	<i>Cancelled</i>
120. Revise Correspondence Handbook			STAT
121. Revise Vital Record Miscellaneous <i>Scheduling</i> Schedule			ILLEGIB
122. Current Forms Management Activity - --Total In Process - 16, as follows:			
a. Office of Security -6 in use in Monitoring Secured Areas and Faults in Headquarters Bldg. with the New Simplex Electronic Time Clock			
b. Office of Security -1-Biographic Data for use in sent to Headquarters for printing from Paper Mats. Will eliminate typing & retyping now being done at Headquarters			
c. Office of Security - 1 Case Control Card			
d. Office of Security - 1 Reference Slip; 4 part snap-out set; 4th part with be a charge out, thus eliminating re-typing of a charge out file.			
e. DDP - 1 - will eliminate 3 bootleg forms.			
f. ORR -1 - Equipment Breakdown			
g. Logistics - Contract Inspection Report			
h. OBI - MRS Production Schedule			
i. Records Center - Notification of Disposition Action			
j. Commo - 2 Lateral Cable			

Revised as of 20 March 1962

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090031-2

<u>Title of Project</u>	<u>Assigned to</u>	<u>Status</u>	<u>Remarks</u>
123. Survey of FBID Publications Dissemination		<i>Preliminary Report submitted</i>	STAT
124. Survey of Agency Courier System and Procedures.			
124. <i>Revision of Records Control Schedule, Comptroller</i>			<i>Completed</i>
125.			

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